



# AdminService68

Assistance Administrative

## Terms and conditions for provision of services

These terms and conditions for provision of services govern the contractual relationship between the micro-enterprise AdminService68 and the "Customer". They are applicable to any service requested to AdminService68. The company is located at 6, Impasse du Noyer, 68740 MUNCHHOUSE, represented by Mrs. Katalin WILLIAMS, and registered with the URSSAF under SIRET number 889 647 913 00017.

AdminService68 offers one-time or regular services, such as administrative assistance, secretary works and various other administrative tasks, whether at your home, in your company's premises or in the premises of AdminService68.

- **OBLIGATIONS OF THE PARTIES**

AdminService68 is committed to:

- perform all services according to the terms of the quote,
- perform its services in accordance with the rules and practices in force.

The Customer is committed to:

- provide AdminService68 with all the information and documents necessary to carry out the services.

If the Client is dissatisfied with AdminService68's performance and wishes the work to be corrected eventually, he must inform AdminService68, in writing, within 72 hours after completion of the service.

- **Rate**

The rates of services performed by AdminService68 are shown in Euros. AdminService68's services are not subject to VAT (CGI Section 293b).

Any benefit will be increased by 25% if services have to be carried out on weekdays after 6.30 pm or on Saturdays, and by 50% if services are carried out on Sundays and public holidays due to urgency.

AdminService68 reserves the right to apply to certain services, additional fees covering postal and telecommunications costs (excluding communications covered by the telephone/internet contract signed by Mrs. Katalin WILLIAMS), printing etc., necessary for the successful completion of the mission. These fees are the subject of an agreement between AdminService68 and the Customer, which is automatically given upon the acceptance of these terms and conditions by the Customer.

AdminService68 may, at the customer's request, be required to travel to the Customer's premises or elsewhere. Travel costs of more than 30 km (round trip) will be covered by the Customer at a cost of 0.50 Euros per additional kilometer.

AdminService68 strives to inform the Customer immediately of any delays and/or problems, so that consequences can be assessed together with the Customer.

- **PAYMENT TERMS**

Adminservice68 will issue an invoice with an appendix detailing the hours of intervention.

Billing will be based on the volume of services ordered on an ad hoc or monthly basis. The services performed by AdminService68 are payable, no later than 10 days upon receipt of the invoice, by bank cheque, bank transfer or cash.

In accordance with the law, any late payment requires AdminService68 to charge penalties due without any reminders. They run as of the day after the payment date on the invoice. Delay penalties are 1.30% per 30 days (Law 92/1442).

- **Responsibility**

AdminService68 is committed to taking care and preserving documents and computer files that the Customer entrust to him in order to carry out the requested services. However, due to the risk of deterioration or damage specific to this type of media, it is up to the Customer to protect himself by all means, at his convenience.

AdminService68 cannot, under any circumstances, be held responsible for mistakes made by a third party.

- **DELIVERY TIMES**

Delivery times are set on a case-by-case basis. AdminService68 strives to meet these deadlines, which are, however, provided as an indication and without warranty. The non-performance of benefits by AdminService68, related to a case of force majeure (according to Article 1148 of the Civil Code), or a delay or failure of delivery due to the services (postal or virtual) responsible for delivery, cannot in any way incur the responsibility of AdminService68, nor give rise to compensation.

- **TERM OF CONTRACT**

The agreement will take effect from the date of the order. This service contract by AdminService68 is set for an indeterminate period, for regular services (month or year). For one-off services, the contract ends at the end of the mission.

- **INFORMATION AND CONFIDENTIALITY**

AdminService68 undertakes to treat information and documents, which it will be aware of during the performance of its services, in a strictly confidential manner and prohibits any disclosure.

- **PROCESSING PERSONAL DATA**

Under Act 78-17 of January 6, 1978, relating to computers, files and freedoms, the Customer has the right to object, access, correct and delete data about him, within the time frames of the Act and the regulations in force. For any request, the Customer will contact AdminService68 directly, by mail or email.

- **DOCUMENTS**

AdminService68 will retain the original documents provided by the Customer and return them upon request. All documents, data, or information, which the Customer has provided, will remain his property. AdminService68 will keep a copy of the documents required to compile its work files, only. The working papers prepared as part of a mission are the property of AdminService68 and are covered by professional secrecy.

- **Termination**

For one-off services, if the Customer wishes to cancel a service for which the quote has already been signed, he must inform AdminService68, in writing, within seven (7) days, following the signing and before the start of the intervention. If the Client cancels his performance while it is in the process of being carried out, the benefit is considered due.

For regular services (month or year), the Customer may terminate the contract, in writing, seven (7) days before the end of the current month.

In the event that the Customer is unable either to fulfil its obligations necessary for the proper execution of the contract by AdminService68 or to pay the invoices under the conditions specified in this contract, AdminService68 reserves the right to suspend the performance of its contractual obligations without consideration.

- **LAW APPLICABLE**

Any dispute relating to the interpretation and execution of these General Conditions is subject to French law. In the event of difficulties regarding the performance of the services ordered, AdminService68 and the Client will endeavour to resolve their dispute amicably. In case of a persistent disagreement, the competent Courts of the Haut-Rhin department will be seized.